DOCUMENT RESUME

ED 188 637 IR 008 506

TITLE Policy Manual. Eugene Public Library, Library Board, Eugene, Oregon.
INSTITUTION Eugene Public Library, Oreg.
PUB DATE 79
NOTE 64p.
AVAILABLE FROM Eugene Public Library, 100 W. 13th Avenue, Eugene, OR 97401 ($3.00).

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Administrative Policy; *Governing Boards; *Library Administration; Library Cooperation; Library Guides; Library Material Selection; Library Personnel; *Library Planning; Library Role; *Library Standards; Policy Formation; *Public Libraries

ABSTRACT

Prepared for the library and the library board, this policy manual governs the operations of the library and its relationships with other libraries and the community. The library, the board, and the position of City Librarian are established in law by the Eugene city code. The manual opens with a short history of the library and a statement of the bylaws of the library board, including excerpts from the city code. The philosophy and principles for operation cover membership, purposes and functions, administration, material resources, and personnel. A statement of goals and objectives for 1979 is provided, and operating policies are presented in separate sections on materials selection, exhibits, privacy of records, a code of ethics for library employees, regulations affecting the public, rules for the use of the library by groups, and a statement endorsing cooperative association with other libraries. The manual is published in loose leaf form. (RAA)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED188637

POLICY MANUAL

EUGENE PUBLIC LIBRARY

LIBRARY BOARD

EUGENE - OREGON

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

James D. Meeks

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

T200858

CITY OF EUGENE

LIBRARY BOARD MEMBERS:

Mrs. Elizabeth (Ann) Engelcke
Mr. Tom Gilbert
Mrs. Frank (Jonnie-Mary) Lacy, Chairperson
Mrs. Margaret Runkel
Mr. Charles E. Stephens

LIBRARY DIRECTOR:

James D. Meeks

CITY MANAGER:

Charles T. Henry

MAYOR:

R. A. (Gus) Keller

CITY COUNCIL:

Emily Schue
Betty Smith
Jack Delay
Gretchen Miller
D. W. (Bill) Hamel
Eric Haws
Scott Lieuallen
Brian Obie

COORDINATOR OF POLICY MANUAL PROJECT:

Barbara Snow

POLICY MANUAL COMMITTEES:

Bylaws, Philosophy Statement, and History of the Library - Barbara Snow

Library Goals - Helen Howard with Sandra Carrick and Frances Petticrew

Materials Section and Gift Policy - Wilma Simonsen with Mary Baker, Karen Bonner, Sandra Carrick, Svea Gold, Dale Harkey, Donna Hill, Alex Kelly

Regulations Affecting the Public - Marjan Wazeka with Tim Abney, Lucille Barkovic, Alex Kelly, Anne Morrow

Use of Meeting Rooms Policy - Donna Hill with Mary Baker and Phyliss Vaughan

Exhibits Policy - Svea Gold with Maxine Hough, Barbara Shevory, Brad Willett

Relationships and Cooperation with other Libraries - Mary Baker with Christine Graham and Donna Hill

Privacy of Records - Dorothy Rogers with Marjorie Colcord and Isabel Smoots

Code of Ethics for Library Employees - Helen Howard with Karen Bonner, Verna McAlister, Darlene Murphy

TYPIST: Kristi Oliver

CONTENTS

Eugene Public Library History

Bylaws of City Library Board

Philosophy and Principles

Goals

Relationships and Cooperation with Other Libraries

Materials Selection Policy

Regulations Affecting the Public

Privacy of Records Policy

Use of Library by Groups

Exhibits Policy

Code of Ethics for Library Employees

EUGENE PUBLIC LIBRARY HISTORY

Establishment of the Eugene Public Library was achieved largely through the efforts of the Eugene Fortnightly Club. Presently the oldest women's study club in Oregon and one of the oldest in the west, the Club from its beginnings combined a goal of civic interest and improvement along with its educational program. Members first organized the Eugene Circulating Library in 1898 and maintained it in a donated room with members volunteering to keep it open one afternoon a week for its subscribers.

After passage of the Oregon Library Law by the Legislature in 1903, the Club advocated levying a tax which made the library free to all Eugene citizens, and the Library became a department of City government. A grant from Andrew Carnegie, requested by the Club in May 1904, was awarded. The first Library board, appointed by the mayor, organized in November 1904 and arranged with the Fortnightly Club to retain control and management of the library until a suitable building could be provided.

The building constructed on the corner of 11th and Willamette opened to the public in August of 1906, the first Carnegie library in Oregon. The Fortnightly's 657 volumes became the nucleus of the Eugene Public Library book collection.

Forty-eight years later, in November 1954, the voters of Eugene approved a $700,000 bond issue to acquire property and construct a library building to replace the facility on Willamette Street which had become crowded and outmoded. The new library at 13th and Olive, designed by Clare K. Hamlin and B. King Martin, was dedicated on June 7, 1959.

A Bookmobile, presented by the Eugene Fortnightly Club to the City in March 1962, enabled library service to be extended to neighborhood areas in the city. This service was further extended by a second Bookmobile, purchased with City funds in September 1967. The original Bookmobile was sold to Lane County Library Services in 1976; the other one remains in service.

The Magazine Center, in the lower level of the main library, was developed with the aid of a Library Services and Construction Act Grant from the Oregon State Library Board of Trustees. It opened to the public in April 1967, providing a pleasant area in which to use periodicals.

The Elma Hendricks Room (the Art and Music Room) on the main floor was dedicated January 1973. Formerly used for cataloging books, this room was renovated with assistance from a grant from the Library Services and Construction Act through the Oregon State Library. Funds from a trust left to the library by Miss Hendricks provided the phonograph listening equipment.

Small extension libraries have been provided at various times to the community in public facilities--generally schools,community centers and the Jail--with volunteer staffing.

On March 14, 1977 the Eugene Public Library was re-established under the Eugene Charter of 1976 and the Code of the City of Eugene. It is a department of City government. The Library Board was also re-established at this time. The City Librarian is now appointed by the City Manager.

The following have served as City Librarian: Adelaide Lilley from 1906 to 1933; Elma Hendricks from 1933 to 1949; Clara Nasholm from 1950 to 1975; and James Meeks from 1975 to the present.

The Eugene Public Library has been enriched with many unusual and noteworthy additions through gifts honoring or memorializing Eugene residents. Scholarships to the University of Oregon School of Librarianship, lecture honorariums, etc. have been possible through other bequests.

BYLAWS OF CITY LIBRARY BOARD

CONTENTS

		Page
Article I	- Name and Purpose	1
Article II	- Membership	1
Article III	- Officers	1
Article IV	- Meetings	2
Article V	- Committees	2
Article VI	- City Librarian and Staff	2
Article VII	- Amendments	3
Appendix	- City of Eugene Code	4

BYLAWS OF CITY LIBRARY BOARD - EUGENE, OREGON

Article I - NAME AND PURPOSE

Pursuant to its re-establishment under the Eugene Charter of 1976 and in accordance with the Code of the City of Eugene, Section 2.293*, this organization shall be called "The Library Board of the City of Eugene" and shall assume and perform the functions delegated to it in Section 2.295*.

Article II - MEMBERSHIP

Section 1 - The Board shall consist of five members, residents of the city of Eugene, appointed for four year terms by the Mayor of the City of Eugene and confirmed by the City Council as provided in Code, Sections 2.013* and 2.293*.

Section 2 - Should any Board member cease to be a resident of the City of Eugene, notice shall be given to the Board and a vacancy shall be declared. Such vacancy shall be filled as provided in Section 2.013*.

Article III - OFFICERS

Section 1 - The officers shall be a chairman and a vice-chairman.

Section 2 - The chairman and vice-chairman shall be elected at the annual meeting of the Board.

Section 3 - Officers shall serve a term of one year commencing at the annual meeting at which they are elected and ending upon election of their successors.

Section 4 - The chairman shall preside at all Board meetings, appoint all committees, and generally perform all duties associated with that office.

Section 5 - The vice-chairman, in the event of the absence or disability of the chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the chairman.

Section 6 - In the absence of the chairman and vice-chairman from a Board meeting, the members shall select a temporary chairman for the meeting.

Section 7 - The secretary to the Board shall be the City Librarian who shall keep a true and accurate account of all Board meetings, shall issue notices of regular and special meetings, shall have custody of the minutes and other records of the Board, shall notify the appointing body of any vacancies on the Board and shall generally perform such duties associated with that position.

* See appendix

Article IV - MEETINGS

Section 1 - The regular meetings of the Library Board of the City of Eugene shall be held each month. The date, hour and location shall be set by the Board at its annual meeting.

Section 2 - The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown as far as circumstances permit:

a. Call to order
b. Approval of minutes
c. Claims
d. Librarian's report
e. Committee reports
f. Communications
g. Unfinished business
h. New business
i. Public presentations
j. Adjournment

Section 3 - The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held in conjunction with the regular July meeting.

Section 4 - Special meetings may be called by the chairman, or secretary to the Board, or at the request of two members, provided that notice be given to all members and the public at least 24 hours in advance of the special meeting.

Section 5 - A quorum for the transaction of business shall consist of three members of the Board present in person.

Section 6 - Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article V - COMMITTEES

Section 1 - The chairman shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2 - All committees shall make a progress report at each Board meeting.

Section 3 - No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI - CITY LIBRARIAN AND STAFF

The City Librarian, appointed by the City Manager, shall be the executive and administrative officer of the Library Department of the City of Eugene, and shall represent the Library at Departmental meetings. The City Librarian shall carry out policies adopted by the Board and approved by the

City Manager, shall be held responsible for employment and direction of staff, for the care and maintenance of the building and equipment, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The City Librarian shall attend all Library Board meetings and shall present a Librarian's Report at each regular meeting.

Article VII - AMENDMENTS

The bylaws may be amended at any meeting of the board with a quorum present, by unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

APPENDIX

Eugene Code

2.290 Library - Establishment. The city library previously established under state law is hereby re-established under the Eugene Charter of 1976.
(Section 2.290 amended by Ordinance No. 17902, enacted March 14, 1977.)

2.293 Library Board - Establishment, Membership, Procedure.
(1) The library board previously established under state law is hereby re-established under the Eugene Charter of 1976.
(2) The board consists of five members appointed by the mayor and confirmed by the council.
(3) Members of the board in office at the time this ordinance takes effect may continue in office for the terms for which they have been appointed. The term of office of each member subsequently appointed is four years.
(4) A vacancy on the board, unless caused by expiration of a term of office, shall be filled by appointment in the same manner as original appointments for the remainder of the unexpired term of office of the member who leaves the office vacant.
(5) The internal organization of the board and its procedures shall conform to rules that the board promulgates with the consent of the city manager.
(Section 2.295 renumbered 2.293 and amended by Ordinance No. 17902, enacted March 14, 1977.)

2.295 Library Board - Functions. The library board established by section 2.293 of this Code shall:
(a) Keep informed about current trends in library services and administration.
(b) Study library growth and needs in Eugene and vicinity.
(c) Develop long-range plans for library service and facilities, consistent with city priorities and with state, regional, and national goals pertinent to libraries.
(d) Recommend sites for library facilities.
(e) Participate in the planning for library facilities.
(f) Recommend types of library service for the city and vicinity.
(g) Investigate sources of funding for library service and facilities.
(h) Recommend policies for the acceptance and use of gifts for library purposes.
(i) Participate in the annual budgetary process of the city as that process pertains to the library.
(j) Recommend policies and procedures conducive to efficient and effective operation of the library.
(k) Review and recommend terms for contracts and working relationships with other public agencies regarding library service.
(l) Recommend criteria for the city manager and personnel department to use in personnel administration for the library.
(m) Submit reports as requested by the manager.
(Section 2.295 added by Ordinance No. 17902, enacted March 14, 1977.)

2.013 City Council - Boards, Commissions and Committees.

(1) The following are the presently constituted boards, commissions and committees of the city with the number of members and the name of the appointive authority indicated thereafter, together with the term and the authority for such board, commission or committee:

Name	Number of Members	Appointed by	Term	Authority
...				
Library Board	5	Mayor, confirmed by Council	4 years	2.295 Code
...				

(2) In addition to the boards and commissions in subsection (1) above, the council may, by a majority vote of its members, at any meeting, provide for the appointment of any standing committee that it deems necessary. At the time any additional boards, commissions or committees are created, the creating authority shall designate the manner of appointment thereto in accordance with subsections (6) (a), (6) (b) or (6) (c) of this section.

(3) The mayor shall be the appointive authority to any committee established by the council unless such authority is reserved to the council at the time the committee is established. The number of members of each committee will be as established at the time it is created by the council.

(4) As the need arises to fill any vacancy, or from time to time as the council directs, the city shall conduct a well planned publicity campaign making use of media, community center, neighborhood associations, and other civic interest groups to create an awareness among the public of the opportunities for citizen participation in local government. All releases shall be designed so as to make known the number and nature of board, commission and committee vacancies, any existing criteria for selection, the timing and methods of appointments and selection procedures, and an explanatory statement regarding the limitations on opportunities to serve.

(5) At such times as may be appropriate throughout the year, the city manager shall cause to be distributed and collected, citizen interest forms on which interested citizens may indicate their interest in participating in local government areas of special interest to them. The forms shall be prepared by the city manager and approved by the council, and shall be so designed as to be applicable to both existing positions and such new positions as may be created from time to time, and shall contain space for such information as the applicant's appropriate civil and neighborhood experience, applicable skills, appointments of particular interest to them, and the time(s) which they will be available to serve. In addition, the forms shall contain a space for the applicant's consent to the sharing of the completed form with other interested units of local government. Within a reasonable period of time after the close of the year, the council shall request the mayor to write a letter of thanks to be forwarded to all applicants who completed a citizen interest form but were not selected to serve on any board, commission or committee during that year.

(6) All appointments to the boards, commissions and committees of the city shall be made by the council as indicated in subsections (1) and (2) above, or as designated by the ordinance or state law creating the board, commission or committee. In making or confirming such appointments, the council or mayor shall take into consideration information provided by the citizen interest form, and shall appoint or confirm only those persons who are, at the time of appointment residents of the city. If during the term of appointment a member of a board, commission or committee ceases to be a resident of the city, the position shall be vacated, effective as of the date a qualified resident of the city willing to serve is appointed to fill the position. The council, by majority vote, may waive the residency requirement only if there is no qualified resident of the city willing to serve. In addition, all appointments that are required to be made by the council shall be divided into the three following categories:

(a) Those appointments which require a personal interview of finalist candidates by the full council, as well as full council review of appropriate citizen interest forms.

(b) Those appointments which do not require personal interviews before the full council, but do require full council review for all appropriate citizen interest forms prior to appointment.

(c) Appointments which more appropriately should be delegated to a committee on boards, commissions and committees composed of three councilors appointed by the mayor which is charged with the duty of reviewing the appropriate citizen interest forms and making formal nominations or recommendations for the council's consideration.

The provisions contained herein shall apply to mayoral appointments to council created boards, committees and commissions.

(7) The mayor is requested to furnish to all members of the council in writing, the names of all appointees to any board, commission or committee designated in subsections (1) and (2) above, who are authorized to be appointed by him or her, and who are subject to approval or confirmation by the council, prior to consideration by the council.

(8) Any and all boards, commissions and committees appointed pursuant to state law or ordinance of the city shall exercise the functions and perform the responsibilities therein contained, and any committee authorized by council action shall perform the duties prescribed by the council at the time the committee is created. All committees shall have a chairperson, to be appointed by the mayor, or in the absence of such appointment a chairperson and secretary shall be elected by vote of a majority of the committee at its first meeting. Membership in a council created committee may include members of the council and interested citizens, or both.

(9) The membership of any special committee authorized by the council shall expire at the end of each calendar year except in the case of a special committee appointed for a specific purpose. The membership of a special committee appointed for a specific purpose shall end at the time the final report of the committee is made to the council.

(10) Vacancies on boards, commissions and committees, including special council committees, shall be filled in the same manner as original appointments, as set forth in subsection (6) above, unless those procedures are in conflict with the ordinance, resolution or state law creating the same.

(11) Pursuant to the requirements and provisions of section 294.336 of Oregon Revised Statutes, a budget committee shall consist of all members of the council and a like number of qualified electors of the city, one from each ward, who shall be appointed pursuant to the following:

(a) On or before the fourth Monday in the month of January of any year, vacancies in the office of appointive members of the budget committee from any ward shall be filled by appointment by the council. The councilor representing the ward in which the vacancy occurs shall be responsible for recommending to the council the appointment of a qualified elector from that ward.

(b) Appointive members of the budget committee shall be appointed for terms of three years, and subsequently, upon recommendation of the councilor from the ward represented, and subject to council approval, may be reappointed to such position upon expiration of the term originally appointed for. Vacancies in the appointive membership of the budget committee shall be filled in the same manner as original appointments.

(Section 2.013 added by Ordinance No. 18001, enacted June 13, 1977, and amended by Ordinance No. 18178, enacted May 3, 1978.)

EUGENE PUBLIC LIBRARY

PHILOSOPHY AND PRINCIPLES

CONTENTS

	Page
Introduction	1
Board Membership	2
Library Purpose and Function	2
Administration	2
Finance	3
Physical Facilities	3
Library Services	3
Material Resources	4
Personnel	4

PHILOSOPHY AND PRINCIPLES

EUGENE PUBLIC LIBRARY BOARD

INTRODUCTION

Eugene has a long history of economic, cultural and educational achievement.

The institutions which have contributed significantly to that development must continue to strengthen their capability to have a comparable impact on the future.

The Public Library has had a positive influence on total community development.

In preparing for more responsible growth and development of the Library, it is appropriate to record the philosophy and principles under which consistency can be sustained by the Library Board in formulating policy and making decisions.

This statement will be subject to constant re-evaluation. Citizen and staff recommendations for the improvement of policy, operations, or services are earnestly invited.

A STATEMENT OF PHILOSOPHY AND PRINCIPLES

BOARD MEMBERSHIP

In order to exercise its powers and responsibilities most effectively, the Board encourages appointing authorities to consider candidates who are committed to the library's purpose and have time to give to its affairs; who will maintain an awareness of modern library service in preparation for making knowledgeable decisions in the interest of a better library; and who will contribute independent thought and work cooperatively with other Board members for the common good.

LIBRARY PURPOSE AND FUNCTION

The Board believes that a democratic society must have informed citizens; that people can better achieve enrichment and fulfillment through the use of available information and knowledge; and that the public library is the focal point in the community for both formal and informal association with information and ideas.

The Library has concurrent responsibilities to provide materials and services to the individual citizen, to community organizations, to governmental and social agencies, and to business and industry. Its resources and services must be available to the entire population regardless of age, sex, or physical condition; regardless of economic, ethnic, religious, or political status.

The Board is aware that the economic order, social structures, and attitudes of society are subject to constant change. As a public service institution, the Library must adapt to change to retain a relevant role in society. Its services must assist people in adapting to constantly evolving situations in their lives.

In achieving its purpose, the Library must seek an active partnership with other public and civic organizations and institutions. Through cooperative effort, the correlation and reciprocity of services and access to combined resources can benefit the entire community.

The Library should involve citizens in the identification of information needs and should develop programs to meet those needs. It has an obligation to create a broad awareness of library resources and services and to stimulate their use.

ADMINISTRATION

The City of Eugene delegates authority for management to the Library administration and the Board supports the administration's efforts to implement library policies. It expects continuous evaluation of current operations; research, planning, and development; the recommendation of goals, objectives, and priorities; and the utilization of sound principles of management for maximum efficiency and effectiveness.

It encourages staff participation in the decision making process in their areas of concern.

FINANCE

The Library must operate within its certified Annual Budget. The Board is committed to the development of a service program which can be sustained on a current and realistically projected level of financial support. It is imperative that annual priorities for spending be established through a comparative evaluation of needs. Available funds must be divided between the continued acquisition of material resources, equitable compensation of personnel, and the requirements of the physical environment in order to provide maximum public service.

The Library is committed to the continued development of service commensurate with public demand and financial support. Both short and long range plans, developed with citizen participation, must reflect a constancy of effort to improve library funding.

At the state level, cooperative efforts between the library community and the legislature are encouraged to develop a more adequate base of tax support. At the local level, supplemental funds should be sought from federal monies available to political subdivisions; from the electorate in the library district, and from corporate, foundation and comparable grant sources. Gifts and bequests from private donors are encouraged for specific or general purposes.

PHYSICAL FACILITIES

The Board endorses the role of the Main Library as the comprehensive service and support center for a system. It is equally committed to the provision of other strategically located physical facilities and supplemental service delivery systems for the convenience of library users throughout the city.

The number and location of library outlets shall be determined by the availability of funds, by population distribution and transportation patterns, by natural or man-made barriers to convenient access, and by the volume and nature of use of library resources. The types of delivery systems provided shall retain the flexibility to be adapted to shifting concentrations of population and to changing needs of communities or areas to be served.

LIBRARY SERVICES

The Board endorses the traditional services of selecting, organizing, and maintaining information resources and providing a high quality of staff assistance to the user in finding what is needed, either in the local collection or from other available sources. Effective lending procedures should permit the use of materials at a time and place convenient to the user and insure their return for use by others. Sponsorship of program activities, in or outside of libraries, which contribute to the education, information, or enrichment of the community are a natural part of library service.

A continuous program of public information should increase citizen awareness of the value of library resources and services. Efforts shall be made to minimize environmental and operational barriers to library use and to integrate human and technical resources to achieve the service goals.

LIBRARY SERVICE continued

Access to information is the key to effective library service. A wide variety of dissemination techniques is endorsed, including; a network of library branches, bookmobiles, and special vehicles for service to the handicapped, institutionalized or homebound; on-premise use of resources with assistance from specialized personnel and equipment; borrowing privileges; telephone or mail service; access to resources of other institutions; and meeting rooms for public use.

Continuous research shall be conducted to identify new community needs, whether of individual or group users, or of the non-user. The Library will accomodate those needs within the limits of financial capability and according to periodically determined priorities.

MATERIAL RESOURCES

The Library is more than a mere warehouse of books. A wide variety of media should complement and supplement print materials.

The Library subscribes to the principles of intellectual freedom and the individual's right to read. Under well-defined selection criteria, materials shall be provided: (1) to facilitate the informal self education of all citizens; (2) to expand and enrich resources on subjects in which individuals or groups are pursuing formal education; (3) to meet the information needs of the population; (4) to support the educational, civic, and cultural activities of groups and organizations; and (5) to encourage citizens to include the use of the Library in their leisure.

The Board shall adopt effective measures to protect library materials and other property from loss, theft, mutilation or other damage. It shall resist efforts by special-interest groups or individuals to control the nature or content of library collections.

PERSONNEL

The Board believes in the dignity of the individual and of constructive work; it believes in the importance of self-fulfillment. It endeavors to provide an environment conducive to the maximum development of each staff member. It is committed to equitable treatment of each employee through the development of well-defined City of Eugene policies which include a job classification and pay plan, liberal fringe benefits, nondiscrimination because of race, sex, marital status, national origin, age, political opinions or religious beliefs. It believes that affirmative action and equal opportunity provisions, staff development, career advancement, and performance evaluations contribute to job satisfaction and high morale. It believes in a measurable contribution from employees, with financial rewards compatible with other local salary scales for comparable work and training.

The Board encourages staff membership and participation in professional and civic organizations, attendance at conferences and workshops, with paid time allowances and expenses when possible, and the constant development of inter-agency relationships. It believes in the singular importance of communication with staff and acknowledges the value of staff recommendations affecting personnel and operational problems; it encourages staff attendance at Board meetings. City policies are recorded and described in detail in Personnel and Procedure Manuals which are available to all employees.

EUGENE PUBLIC LIBRARY

GOALS

1979

GOAL I: To maintain and develop library facilities and services which keep pace with anticipated population growth and changing community needs.

Subgoal: Establish long range plans for facilities and services.

Objective: Develop architectural and service plans for main facility.

Objective: Develop architectural plans and service needs studies for branch libraries.

Objective: Develop organizational structure and administrative plans which provide for smooth transition to decentralized services.

Objective: Cooperate with other City Departments, Community and Municipal Organizations to plan for meeting current and future needs (perceived) with least possible cost commensurate with quality service.

GOAL II: To have a well-trained, public-oriented, knowledgeable staff.

Objective: Recruit subject specialists and personnel trained to work with underserved groups.

Objective: Plan and implement a continuing education program for staff development which will:

1. Develop an ongoing orientation program in which staff are made aware of Library and Community goals, the Library's services and resources, and expected standards of service delivery.

2. Update staff skills in new technologies and in policy changes which affect their jobs.

3. Increase staff awareness of other community resources by scheduling field trips, and attending meetings and conferences.

4. Provide incentive and opportunity for staff development by providing career ladders, staff exchanges, sending staff to classes and workships, and retraining when technological change makes skills obsolete.

Objective: Enhance services by developing a volunteer program which provides for volunteer coordination, training and careful delineation of the responsibilities of regular staff and that of volunteers.

GOAL III: Develop strong library collections which reflect the nature of the community and fulfill the needs of the user.

Subgoal: Develop guidelines in collection development.

Objective: Revise materials selection policy.

Objective: Establish guidelines for weeding obsolete and unused materials and develop policy for disposition of discarded materials.

Objective: Select and order materials with community needs in mind.

Objective: Strengthen non-book collection and keep pace with modern information technologies.

GOAL IV: To provide quality library service which reaches all of the citizens.

Subgoal: To meet the needs of special groups.

Objective: In cooperation with City Depts., establish effective Info/Ref. system to insure citizen queries are properly and cordially answered. Study establishment of a City Hall information branch.

Objective: Develop a strong business/economic service within the library or at a downtown branch.

Objective: Develop quality services to persons who cannot come to the library or who need special services within the library (handicapped, senior citizens, non-English speaking, institutionalized, etc.).

Subgoal: Provide continuing education resources for citizens.

Objective: Courses of reading and resources for persons in CLEP (College Level Examination Program for credit) and various extension and adult education programs in the community.

Objective: Provide quality programs for children to establish reading habits.

GOAL V: Open channels of communication for public and staff awareness of services and programs available at the Library.

Objective: Develop a public relations and informations service which will inform the public, the staff, the media of library events and services of the Library.

Objective: Develop an orientation program on how to use the Library.

Objective: Provide information services to other City Departments; inform our staff on City services in general.

GOAL VI: To work towards interlibrary cooperation, regional service delivery and/or a County Library in order to provide better service without costly duplication.

Objective: Participate in proposed local, regional, state and federal networks and resource sharing plans.

Objective: Work with other library and non-library agencies in reaching unserved groups.

Objective: Plan computerization and other modern technology use so that all systems can interface with similar systems in other jurisdictions.

Objective: Study costs and prepare cost-benefit estimates for cooperative proposals in order to establish library services which are adequately financed and equitably funded between jurisdictions.

Objective: Coordinate with schools to educate students in library use of resource materials.

GOAL VII: Utilize sound fiscal and business management principles.

Objective: Perform on-going analysis of system and procedures to provide best service possible at minimum cost by streamlining procedures and utilizing modern technology to improve staff productivity.

Objective: Use control measures which gain public acceptance as being sound and fair but which keeps loss of Library materials at a minimum.

Objective: Plan for a five year period with at least an annual review and update.

Objective: Utilize all available resources such as state, federal and private grants; and use of manpower program personnel in such a way that basic Library service is enhanced but that on-going service can be maintained at an acceptable level if such resources are withdrawn.

Objective: Regularly conduct surveys, do questionnaires, and work with neighborhood groups and other organizations to determine if needs of the community are being met.

EUGENE PUBLIC LIBRARY

RELATIONSHIPS AND COOPERATION

WITH OTHER LIBRARIES

RELATIONSHIPS AND COOPERATION WITH OTHER LIBRARIES

The National Commission on Libraries and Information Science says that "...the total library and information resource in the U.S. is a national resource which should be strengthened, organized and made available to the maximum degree possible in the public interest. This national resource is the cumulated and growing record of much of our nation's and indeed, the world's total cultural experience - intellectual, social, technological, and spiritual... all people of the U. S. have the right, according to their individual needs, to realistic and convenient access to this national resource for their personal enrichment and achievement, and thereby for the progress of society."*

The Eugene Public Library actively promotes cooperation with other libraries to ensure its users access to the information they need. Within limits set by policy and budget, the library's resources are available to any patron, even if she or he has access to other libraries, whether public, academic, school or special. Whenever possible, reciprocal arrangements are made with these other libraries so that the combined resources of the entire library community may be used to satisfy the information needs of the public.

The library supports planning for and participation in networks of cooperating libraries to share resources and technology, exchange information and avoid unnecessary duplication of materials. The library also makes available materials from other libraries through existing state and regional inter-library loan systems.

The library is open to staffs of other libraries and encourages formal and informal continuing education of its own staff through field trips and workshops at other library facilities.

The library believes that through cooperative efforts, a larger share of the public will better understand the function and value of library service, and libraries in general will benefit from a broader base of support.

*National Commission on Libraries and Information Science. "Toward a national program for library and information services: goals for action a summary." U.S.G.P.O., 1977, p.3.

Approved 3/7/79

EUGENE PUBLIC LIBRARY

MATERIALS SELECTION POLICY

CONTENTS

Page

I. Purpose of a Selection Policy 1

II. National Statements Concerning Intellectual Freedom . 1
- A. Library Bill of Rights
- B. Freedom to Read Statement

III. Objectives in Materials Selection 5

IV. Responsibility for Selection 6

V. Method of Materials Selection 6
- A. Criteria
- B. Reviews
- C. Requests
- D. Specialized Materials

VI. Replacement and Maintenance 7

VII. Access 7

VIII. Statement of Specific Policies in Selected Areas . . 7
- A. Adult Materials
  1. Fiction
  2. Religion
  3. Health and Medicine
  4. Law
  5. Politics
  6. Genealogy
- B. Juvenile Materials
- C. Young People Materials
- D. Extension Materials
- E. Non-book Materials
  1. Periodicals and Newspapers
  2. Maps
  3. Films
  4. Microforms
  5. Art Representations
  6. Recordings
  7. Videotapes

IX. Gifts 9

X. Request for Withdrawal or Addition of Material . . . 10

XI. Official Approval 10

Book Withdrawal Policy 11

Appendix: Request for Reconsideration of Library Materials (form) . . . 12

EUGENE PUBLIC LIBRARY

MATERIALS SELECTION POLICY

I. PURPOSE OF A SELECTION POLICY

A written materials selection policy aids library staff in selecting and acquiring a useful, well-rounded collection of books and other materials to meet the needs of the community.

A policy statement helps the library board determine whether the staff is doing an acceptable job of building a collection of materials that is relevant to community needs and that meets accepted standards of quality, and it is useful in instructing new board members in existing board policy.

A policy statement helps answer questions by the public regarding the presence or absence of certain materials and helps explain the basis on which materials have been selected.

II. NATIONAL STATEMENTS CONCERNING INTELLECTUAL FREEDOM

The Library Board and librarians believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts these two basic documents as official library policy:

A. Library Bill of Rights:

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless

of the beliefs and affiliations of their members, provided that the meetings be open to the public. (Adopted June 18, 1948. Amended February 2, 1961, and June 27, 1967, by the ALA Council.)

B. Freedom to Read Statement:

The freedom to read is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy; that the ordinary citizen, by exercising his critical judgement, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as the sole standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extralegal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent serious artists from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others. We deplore the catering to the immature, the retarded or the maladjusted taste. But those concerned with freedom have the responsibility of seeing to it that each individual book or publication, whatever its contents, price or method of distribution, is dealt with in accordance with due process of law.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the confortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council.
Endorsed by: American Library Association Council, June 25, 1953
American Book Publishers Council Board of Directors, June 18, 1953
Subsequently Endorsed by: American Booksellers Association Board of Directors
Book Manufacturers' Institute Board of Directors
National Education Association Commission for the Defense of Democracy through Education

III. OBJECTIVES IN MATERIALS SELECTION

The purpose of the Eugene Public Library is to obtain, organize and make conveniently available to all the people of the community recreational, educational and informational materials in convenient form, including books, periodicals, newspapers, pamphlets, micro-forms, recordings and other print and non-print materials. It is the policy of the library to maintain an up-to-date collection of standard works in all fields of knowledge, that are of permanent value, plus timely materials on current issues and items in current demand.

In addition to the requirements of the general public served, materials will be selected to meet the needs of business, the professions, government, and community organizations. Materials selection will also include consideration of the needs of the homebound, the visually, physically and mentally disabled and those individuals with learning disabilities. The needs of adult beginning readers and of people for whom English is not the principal language will also be considered. Both the adult and young people's collections will serve as supplementary sources for student use, but materials selected for students must also be useful to the general reader. Textbooks will not ordinarily be purchased.

IV. RESPONSIBILITY FOR SELECTION

The selection of materials is the responsibility of the librarian. All librarians should be involved in the selection process.

V. METHOD OF MATERIALS SELECTION

Any materials selection policy must be fairly general, and librarians must always exercise their knowledge and experience of all library materials and of the community served. Certain methods and principles should be followed as closely as possible.

A. CRITERIA: Each type of material must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet some of the following criteria:

1. Appeal to the interests and needs of individuals in the community.
2. Permanent value as source material or interpretation.
3. Vitality and originality of thought.
4. Contemporary significance.
5. Artistic excellence.
6. Entertaining presentation.
7. Accuracy and objectivity.
8. Suitability of physical form to library use.
9. Skill, competence and purpose of the author.
10. Relations to other materials and existing areas of coverage in order to maintain a well balanced collection.
11. Technical quality in selection of non-book material.

B. REVIEWS: Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities and the advice of competent people in specific subject areas will be used.

C. REQUESTS: All requests from patrons for specific titles or subject requests will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless it is completely without literary or social value, or the subject in question is already adequately covered by better materials.

D. SPECIALIZED MATERIALS: Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, the library taking cognizance of and

avoiding unnecessary duplication in subject areas which are the special prerogative of other community resources.

VI. REPLACEMENT AND MAINTENANCE: The library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in demand.

VII. ACCESS:

A. Processing and shelving of materials shall in no way reflect a value judgement of the materials. There will be no labeling of any item or of its catalog cards to indicate its point of view or bias. All materials will be shelved in their proper order on open shelves, freely and easily accessible to the public, except for documents.

B. The library assures free access to its holdings for all patrons who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

C. Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

VIII. STATEMENT OF SPECIFIC POLICIES IN SELECTED AREAS:

A. ADULT MATERIALS

1. Fiction: The fiction collection provides books in the English language for the wide range of interests of the general reading public, including classics in the field, titles representing periods of writing and those meeting the popular demand for light reading. Books which are obviously pornographic, which come within Oregon's definition of obscenity as stated in ORS 167.087 ("A thing is obscene if: (a) It depicts or describes in a patently offensive manner sadomasochistic abuse or sexual conduct; (b) The average person applying contemporary state standards would find the work, taken as a whole, appeals to the prurient interest in sex; (c) Taken as a whole, it lacks serious literary, artistic, political or scientific value.") should be excluded, but no book should be eliminated because of course language, or violence, or frank discussion of sexual episodes, any one of which may be objectional to some people, if the author is justified in what he portrays, or when such episodes are pertinent to the plot or character delineation in a book. It is the library's responsibility to protect the rights of mature readers.

2. Religion: The library attempts to maintain a well-balanced collection representing all the major religions and their sacred scriptures. Authoritative material which introduces and explains the basic concepts and practices of the various religions and beliefs is also included. The library does not add materials of a strictly proselytizing nature. The collection encompasses popular studies on new ideas and movements which are taking place in religion today. Books on astrology, witchcraft and other occult sciences should be limited to the best, most reasonably presented.

3. Health and Medicine: The library generally purchases standard and popular materials in health, nutrition, hygiene, diseases and medicine that are primarily of interest to persons outside the medical profession.

Authoritative, scientific and popular materials about sex are provided for the general reader at various age and reading levels. Books catering to morbid, esoteric or sensational interests do not come within the scope of the collection.

4. Law: The library purchases standard and popular materials which deal with the philosophy of law and particular types of law such as real estate, taxation, marriage and divorce for the lay reader.

Laws and regulations, for the United States, Oregon, Lane County and Eugene are included in the collection. Similar material for other counties and states are not included.

5. Politics: In addition to a balanced collection on modern American and international politics and government, the basic documents of all political systems that have influenced, and do influence people, should be available to the public. Outright propaganda should be avoided except for a few representative items.

6. Genealogy: Except for a few elementary texts on genealogical searches, the library buys only materials which have general reference value, or which are of value to general readers. Individual family histories are rarely purchased unless they are of outstanding national or local importance. The library will attempt to secure genealogical materials through inter-library loan whenever possible.

B. JUVENILE MATERIALS

The Children's Division selects materials on subjects of interest to and within the comprehension of children from pre-school through the eighth grade.

A few adult books of interest to students of children's literature, parents, and people working with children are also purchased. These include historical perspectives and evaluations of children's literature, information on children's authors and illustrators, and bibliographies of materials for children.

Graded readers are bought sparingly for the primary grades. Abridged editions of the classics are purchased only when they retain the quality or flavor of the original. Paperback books usually duplicate copies of hardbound titles already in the collection. In addition, a few easy reading ephemeral books are purchased.

C. YOUNG PEOPLE'S MATERIALS

Titles of interest to persons of junior high school age are purchased by and shelved in the YP corner. Specialized review sources are consulted as well as the standard journals.

D. EXTENSION MATERIALS

The entire library collection is available for use on bookmobiles, at nursing homes, for homebound service and, through selective inter-library loan, to the county jail. Paperback books may be purchased to meet the recreational reading needs of neighborhoods through deposit collections.

E. NON-BOOK MATERIALS

The library staff considers that non-book materials represent an alternative format and may be selected when the non-book form best meets the needs of the community. In general, the same selection policies will apply.

1. Periodicals and Newspapers: The library endeavors to provide the most representative periodicals in a wide range of subjects of reference value and recreational interest. Particular emphasis is given to titles included in periodical indexes. Specialized titles are considered in relation to subject needs and their unavailability in area and regional libraries.

The library maintains current files of major newspapers. The Oregonian and Eugene Register-Guard back files are retained on microfilm.

2. Maps: A small circulating collection is maintained, with emphasis on the U. S. and Western areas, including the U. S. Geological Survey topographic quadrangles for Select areas in Oregon.

3. Films: The library purchases a limited selection of 8mm and Super-8 films for home use, and has a few 16mm sound films for circulation.

4. Microforms: A few microforms are purchased when materials are fragile or too bulky to retain in original form.

5. Art Representations: The framed art print collection is designed for appreciation in the home or office. Reproductions may be added if the artists' work is generally accepted as a serious, creative contribution in the field of fine arts.

6. Recordings: The circulating collection selection includes titles in the standard repertory; less often performed works in the finest available performances; current popular songs of this country, a limited amount of popular music of other countries, and recordings of jazz and Broadway musicals which have a place in the permanent tradition of American music. Spoken recordings include literature, documentaries, and instructional materials.

7. VideoTapes: Video tapes are chosen to include informational and instructional materials, current community events, and artistic, or entertaining performances. Because of its flexibility as a medium, special consideration will be given to recording and preserving local events, history, and socially significant materials as staff time permits. A collection of video tapes is available for home use or viewing in the library.

IX. GIFTS

The library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection only if they meet the same

standards required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format unsuitable for library use, may be given to other organizations, sold, exchanged or recycled.

Gift items will be integrated into the regular library collections in normal sequence, available to all library patrons, and otherwise handled as any other material belonging to the library.

Gift items may be marked with an appropriate bookplate. A letter for tax purposes may be sent to the donor if requested at the time the donation is made, acknowledging receipt of the gift only.

Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

X. REQUEST FOR WITHDRAWAL OR ADDITION OF MATERIAL

Whenever any patron objects to the presence or absence of any library material, the complaint will be given hearing. All complaints to staff members will be referred to a librarian who will discuss the matter with the complainant. If not satisfied, the patron may make an appointment with the City Librarian to discuss the matter further.

If the patron wishes, he will be supplied with the "Request for Reconsideration of Library Materials" form, appended hereto. The librarian will examine the item in question if it is a request for withdrawal, check reviews, and determine whether it conforms to the standards of the materials selection policy. If it is a request for addition of an item that has been rejected by the library, the librarian will reconsider its addition. The librarian will decide whether or not to add, withdraw, or restrict the material in question and will write to the complainant giving the reasons for the decision. Materials subject to complaint shall not be removed from use pending final action.

XI. OFFICIAL APPROVAL

This LIBRARY MATERIALS SELECTION POLICY is approved as the official policy of the Eugene Public Library by the Board of Trustees.

Jonnie Larsen
Chairperson, Library Board

James D Meeks
Head Librarian

1/3/79
Date

BOOK WITHDRAWAL POLICY

Eugene Public Library

Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

1. To remove physically worn out or damaged volumes from the library.

2. To eliminate books containing obsolete information.

3. To remove duplicate copies of titles which have waned in popularity, eliminating those most physically damaged or worn.

4. To consider for withdrawal, books which have not been checked out for several years.

Disposition of Withdrawn Books:

The professional staff will make the final decisions regarding the disposition of books withdrawn from the collection. The Eugene Public Library considers that most withdrawn books are beyond use, and should be recycled for paper content. Withdrawn books which in the estimation of the professional staff are appropriate for further use will be given to organizations or institutions under the following conditions and priorities:

1. The recipient will remove or obliterate all marks on withdrawn books which say "Eugene Public Library". Since it is unrealistic to expect that no sign of previous ownership will be discernible, the book should also be stamped "Recycled Library Book". Processing of withdrawals should be done at the recipient's facility.

2. The recipient will pick up the books from the premises within two weeks of being notified of their availability. If no eligible requests are received or books are not picked up, they will be recycled for paper content.

3. Staff time will not be used to process the withdrawn books in any way which requires more time or handling than if they were disposed of for recycling.

4. The library will not expend staff time soliciting requests nor will it stockpile books for any extended peiod of time.

5. Withdrawals which are to be donated will be dispersed according to the following priorities:

   a. Libraries

   b. Other non-profit organizations or institutions.

APPENDIX

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author:

Title:

Publisher:

Request Initiated by:

Telephone: Address:

Complainant represents: Himself _____; Name of organization _____

Identify other group: _____

Use back of sheet if necessary.

1. To what in the material do you object? (Please be specific)

2. What do you feel might be the result of reading or viewing this material?

3. For what age group would you recommend this material?

4. Is there anything good about the material?

5. Did you read or view the material in its entirety?

   If not, what parts did you examine?

6. Are you aware of the judgment of this material by literary critics?

7. What do you believe is the theme of this material?

8. What would you like the librarian to do about this material?

9. What do you see as the purpose of this material?

10. What other material, serving substantially the same purpose, would you recommend in place of this?

Date_____ _____
Signature of Complainant

Approved 1/3/79

EUGENE PUBLIC LIBRARY

REGULATIONS AFFECTING THE PUBLIC

CONTENTS

Page

Oregon Revised Statutes 1

City of Eugene Code 1

Registration 2
- City Residents/Persons Paying City Taxes
- Non-City Residents
- Identification
- Children - Under the Age of 12
- Duplicate Cards
- Temporary Cards
- Gift Cards

Borrowing 3
- Loan Periods
- Renewal
- Overdues
- Lost Materials
- Damaged Books

For Your Information

1979 Fees and Deposits 5

Appendix: Administrative Directive - Person in Charge of Building 6

Appendix: Problem Patron Policy . . . . . (Paged separately)

REGULATIONS AFFECTING THE PUBLIC

Oregon Revised Statutes 1975

357.975 Wilful Detention of Library Property. It shall be unlawful for any person wilfully or maliciously to detain any library materials belonging to a publicly supported library or privately supported school, academic or research library or incorporated library for 30 days after notice in writing from the librarian of such library, given after the expiration of time which by regulations of such library such materials may be kept. The notice shall bear upon its face a copy of this section and of ORS 357.990. (Formerly 357.830; 1975 c.476 s.30)

357.990 Penalties. Violation of ORS 357.975 is punishable upon conviction by a fine of not less than $5.00 nor more than $25.00. Such conviction and payment of the fine shall not be construed to constitute payment for library material nor shall a person convicted under this section be thereby relieved of any obligation to return to the library such material. (Amended by 1971 c.743 s.360: 1975 c.476 s.31)

City of Eugene Code

4.780 Injuring or Defacing Property. No person shall wantonly destroy, injure or deface public property or the property of another person.

4.795 Detention of City Books, Papers, Etc. No person shall retain any books, papers, or property belonging to the City or the City Library after the same or portion thereof, have been demanded by the city manager, librarian, or other person duly authorized to make such demand, or keep possession after such demand, or refuse to allow full inspection of all books or papers belonging to the city after such demand.

4.990 Penalties -- Specific.

(3) violation of section 4.795 is punishable by fine not to exceed $500.00

4.995 Penalties -- General. Violation of any other section in this chapter is punishable by fine not to exceed $500.00 or confinement in jail not to exceed 100 days, or both fine and imprisonment.

REGISTRATION

City Residents/Persons Paying City Taxes

A person who has established residency within the Eugene City limits will be issued a borrower's card, upon application, without fee. Identification and one reference are asked for.

A person who maintains his/her residency outside the city limits, but (as an individual) pays taxes on real or personal property within the corporate limits of the city will be issued a borrower's card under the same regulations as a city resident. The privilege is extended to all members of the family residing in the same household (mother, father, children, grandmother, etc.)

A person who maintains his/her residence outside the city limits but is the direct beneficiary of a trust on which real or property tax is paid to the city of Eugene will be issued a borrower's card under the same regulations as a city resident. This is extended to all members of the family residing in the household.

Non-City Residents*

For persons living outside the corporate limits of the City of Eugene and who do not qualify for free library privileges, a charge will be assessed.

The charge will depend on whether the applicant is (1) an individual, (2) a family unit: all members of the family residing in the same household (mother, father, children, grandmother, etc.) or (3) an adult over 62 years of age.

Identification

Applicants are asked to furnish a piece of identification that shows their signature. To verify current address, permanent cards are mailed to applicants. Applicants are asked to name one local person as a reference. A relative who would know the applicants' whereabouts could be acceptable. Library identification cards are not transferable.

Children - Under the age of 12

A child under 12 will, upon application, be issued a borrower's card if the application for the initial card is signed by his parent or guardian. The above residency requirements apply.

Duplicate Cards*

A duplicate card will be issued whenever the card's loss is reported to the library. The patron will be asked for some identification. There is no charge for the first duplicate card each year. There will be a charge for subsequent duplicate cards.

*Current fees and charges listed on page 5

Temporary Cards*

A deposit is required for persons who are residing within the City of Eugene temporarily. Identification is required, as well as the applicant's temporary and home addresses.

The temporary card is issued for three months only, with the deposit being refunded if the card is returned within the three months. If the person is remaining longer, a permanent card will be issued.

Students, faculty and family members are not considered temporary residents for registration purposes, and may be given a regular card, with no charge. Students are asked to provide their parents' or other permanent address.

Gift Cards*

Gift cards may be purchased for non-residents.

BORROWING

Loan Periods

The Library has established two loan periods:

7 days: records, cassettes, 8mm movies, new fiction, non-fiction of a popular nature, periodicals, toys, games and puppets.

4 weeks: All other material.

Renewal

There are no renewals.

Overdues*

There are no fines. A first notice will be sent after the material is due. If the material is not returned after a designated period, a bill will be sent for the material with a service charge. (Refer to code or ordinance number). If the material is then not returned, the matter may be turned over to a collector, with a collection charge added.

Lost Materials*

Patrons who have lost an item will be charged the replacement price. The service charge will not be collected if the material is reported missing before the statement is sent. Should the lost material be found and returned, a refund will be made. Any service charge or charge for collector cannot be refunded.

*Current fees and charges listed on page 5

Damaged Books*

Charges for damage will vary with the extent of the damages and could range from $1.00 to replacement cost.

FOR YOUR INFORMATION

To assure good service and to be kept aware of community interests and needs, patrons are invited to direct their suggestions and concerns to the City Librarian.

In case of illness of a patron, such as a heart attack, the Eugene Fire Department Emergency Squad will be called, or other appropriate agencies.

A Lost and Found Department is located at the registration desk. The Library cannot be responsible for lost or stolen items.

*Current fees and charges listed on page 5.

1979 FEES AND DEPOSITS

Non-City Residents

$ 8.00 for individual
$15.00 for family
$ 1.00 for an adult over 62 years of age

Duplicate Library Card

$ 1.00

Temporary Card

$ 5.00 for deposit

Overdues

$ 1.00 service
$ 5.00 collector's cost

Damage and Replacement Charges

I. Adult Books: $10.00 minimum charge for replacement

II. Children's Books: $6.50 minimum charge

III. Young Adult Books: $10.00 minimum charge

IV. Pamphlets: $1.00 to $3.00 replacement charge

V. Documents: $5.00 to $10.00 replacement charge

VI. Records: range from $6.95 to $21.95 depending upon number of discs in the album. Charge added for jacket ranges from $1.50 to $3.00

VII. Cassettes (Adult & Children): $6.95

VIII. Video Tapes: $50.00

IX. Magazines: Adult $3.00; Children $1.00

X. Posters: $5.00

XI. Mounted Pictures (Children's): $ .50 ea.

XII. Art Prints: Cost of framed print (current range of costs is $20.00 to $150.00)

ADMINISTRATIVE DIRECTIVE #1
EUGENE PUBLIC LIBRARY
6/14/79

TO: All Staff

FROM: J. D. Meeks

SUBJECT: Person in Charge of Building

The person who is in charge of the building in the absence of either the Library Director or the Assistant Librarian has final responsibility for the smooth operation of the library during that period. To meet that end, several conditions should be met:

1. The person in charge of the building should be publicly named, so that the staff is aware of his designation.

2. The person in charge of the building should have access to staff telephone numbers, addresses, and next-of-kin files.

3. The person in charge of the building should have access to the various in-building keys, properly labled, in case their need arises.

4. The person in charge of the building should have access to a list of emergency numbers (police, fire, plumber, electrician, etc.), as well as to the places where the Library Director and/or Assistant may be located.

5. Staff should be aware that the person in charge of the building is the person who determines an emergency. Upon making that determination, he/she may, if warranted, delegate action to the person best suited to handle the problem, but the responsibility remains his/hers. (An emergency need not be a disastrous event, but can be something as small as an electrical failure, etc.)

6. The person in charge of the building has the authority to handle patron problems, call police, etc. This authority is given him/her as part of his/her responsibility for the building.

7. The person in charge of the building should walk through the building occasionally for several reasons:

    a. To see for himself that nothing wrong is happening in the building unnoticed by staff.

    b. To let staff see that the person in charge of the building is available.

    c. To let the public see that someone is in charge.

EMERGENCY NUMBERS AND INFORMATION

POLICE - emergency - 687-5111 (other business - 687-5131)

FIRE - 344-2211 (fire, emergency care & illness)

WHITEBIRD - 341 E. 12th - 342-8255 - (drugs)

BUCKLEY HOUSE - 707 E. 11th - 343-6512 - (alcoholics)

LOOKINGLASS - 550 River Rd. - 689-3111 - (Teen-age Shelter)

FAMILY SHELTER HOUSE - 367 Highway 99 N - 689-7156

FISH - (short term emergency food, transportation, & household help) - 689-9750

SWITCHBOARD - 454 Willamette - 686-8453 - (referral service)

J. MEEKS - 1162 Charnelton #5 - 485-2893

H. HOWARD - 686-8069 (home phone)

LIBRARY SECRETARY - Kristi Oliver - 485-5490 (home phone)

B. WINN - 689-0218 (home phone)

COMPUTER EMERGENCY

M. WAZEKA - 342-7805 (temp)

M. COLCORD - 726-1945

D. ROGERS - 933-2801

K. SHEEDY - 344-9328 (temp)

P. HOLTE - 689-5400

DIGITAL EQUIPMENT - 687-2260

BUILDING SEWER PROBLEMS - City Engineer, Bill Teitzel - 5243

ROOFING REPAIR - Roy Roe - 344-0269

HEAT - Steam, EWEB, Owen Brown - 343-1661

LOCATION OF FUSE BOXES

MAIN FLOOR - (all main floor lighting & plugs; art & music plugs, etc.) on wall by registration desk. 2nd FLOOR PROJECTION ROOM (Fan shut off, lighting for 2nd floor and plug in switches) Basement Boiler Room - (Master switches, copy machines, outdoor lighting, plug-ins and magazine center).

EMERGENCY NUMBERS AND INFORMATION, CONT.

WATER SHUT OFF

Under each sink - otherwise use main shut off.

NO SHUT OFF VALVES TO STOOLS IN RESTROOMS - (to shut off stool - screws are on handles of urinals and stools - use screwdriver)

Valve in boiler room to the right when you enter.

FRONT DOORS - service and repairs - A & B Door Closer Co. - Jack Moore - 344-1564

ELEVATOR - U.S. Portland - monthly service contract for elevator and dumbwaiter - 342-3724

GROUNDS - City of Eugene - Bill Berry - 5330

ELECTRICAL - General Repair, C & S Electric - 344-2236

PLUMBING - General repair, Clarence Vos Plumbing - 485-0551

CARRIER SYSTEM - Service by Harvey & Price Co. - ask for James - 746-1621

TEMPERATURE CONTROL - Service contract - Honeywell - Merle Powers - 342-6011

RECORDAK - Mr. McManigal - Service contract on new check-out machines - 345-2036

APPENDIX: PROBLEM PATRON POLICY

INTRODUCTION

Part of the staff's responsibility is to keep the library a pleasant environment for as many people as possible. In a library as overcrowded as ours is, this isn't always an easy task. Problems arise because, ironically enough, our efforts to create an enjoyable atmosphere sometimes attract people who jeopardize the work we've done. As Carol Easton points out in her article, "Violence in the Library":

> Libraries have always been magnets for the mentally and emotionally disturbed. They are warm and quiet and offer a captive audience for the individual who craves attention.
>
> (American Libraries, Oct., 1977, p. 486)

It is important that we not ignore a patron whose behavior drives others out of the building. It is equally important that we be tolerant of a patron who behaves unusually but doesn't disturb others. These guidelines are designed both to help the staff decide if a patron is really being a problem and to provide ways to deal with problem patrons.

Vivian Bays
Sandra Carrick
Jan Guthrie
Helen Howard
Larry Zalin

The Committee wishes to thank Lucy Lincoln, Barbara Shevory, and Jaems Thomsen for their help in preparing this presentation.

CONTENTS

I.	Irate Patrons	1
II.	Destructive Behavior	1
III.	Behavioral Problems	1
IV.	Children	2
V.	Sexual Deviates	3
VI.	Mentally Disturbed	3
VII.	Alcohol	4
VIII.	Drugs	5
IX.	Weapons	5
	Agency List	6

PROBLEM PATRON POLICY

EUGENE PUBLIC LIBRARY

JUNE 20, 1978

I. IRATE PATRONS

This is a problem we all face when working with the public. First of all, be sure it is not your behavior that is causing the patron to show heated emotions. Be sure that your muscles are relaxed and that you do not come across as being combative or poised for battle. Alternatively, don't appear fearful. A limp, uncaring, or "tough apples" attitude is destructive. You should feel that your job is to obtain for the patron what he/she wants if it is at all possible. If it is not, say you are genuinely regretful, but the reasons for the library's inability to comply are good ones.

If you feel you are being helpful and the patron is not responding to you in a manner that is respectful, consider calling another staff member to help. It is possible that someone else on the staff will be able to help you. If this still does not solve the problem, then the supervisor should be called to deal with the patron. If it still looks like the patron is not understanding, then at that time the supervisor will want to ask the administration to help.

II. DESTRUCTIVE BEHAVIOR

Destructive patrons can be careless or thoughtless; others can be dangerous. You must size up the situation and decide the best method of handling it. If the patron seems harmless, making him or her aware that you know what he or she is doing should be enough to stop the problem. If the patron is obviously not approachable, call assistance and a supervisor to help you. Examples of destructive behavior are listed below:

A. Destroying or damaging of library material such as books, pamphlets, films, magazines, records, cassettes, art prints.

B. Destroying or damaging library equipment such as typewriters, copy machines, microfilm readers, stereo equipment, cassette players.

C. Vandalism of library property. Defacing walls, damaging facilities (such as restrooms), breaking windows.

III. BEHAVIORAL PROBLEMS

A. Definition

1. These are problems which are not of a threatening nature but are nonetheless disruptive. They are also the problems which seem to occur most frequently in the library.

2. Behavioral problems include: strong smell, noisiness, excessive chattiness with staff or patrons, and other types of obnoxious behavior.

3. Other patrons are not always quick to report an obnoxious patron to the staff. The staff should be alert to signs that a patron with a behaviorial problem is present. These signs include: patrons moving away from another patron, patrons staring at another patron, patrons looking at staff members as a form of complaint. Sometimes the staff member will notice a problem patron, and other times there may be an actual complaint.

B. Guidelines

1. Noisy adult patrons should be told that their behavior is improper in the library. This advice should be repeated if necessary. If that strategy is unsuccessful, the patron should be told that he or she will have to leave if the behavior continues to be a problem. Finally, the patron should be asked to leave. Staff members should be polite, but firm.

2. Chatty patrons are usually lonely people, and the staff should be tolerant of their behavior as long as the noise doesn't disturb others. If a patron's chattiness begins to distract a staff member from helping other patrons, the staff member should politely excuse him or herself and explain that he or she must help another person.

3. Smelly patrons who are offending others should be asked to leave until they've cleaned themselves. This may be uncomfortable, but we can assume that anyone who smells so strongly knows it and is intentionally behaving in this manner.

IV. CHILDREN

Children can be problem patrons for a variety of reasons. Handling depends on the individual situation.

A. Noise -- Single or small groups should be told in a firm, but nice way, that their behavior is inappropriate in a library and that they are disturbing others. If they repeat actions, remind them in a stricter tone of voice. Large groups, especially during children's programs (puppet shows, movies, story hours). present a difficult problem. It is almost impossible to control large group situations where the total number reach 150-200 at a time. If other patrons complain, explain the circumstances and apologize.

B. Running and playing are hazardous and should be stopped at once.

C. Attention seeking or demanding children (e.g. repeated questions; talking to staff), should be discouraged since it disrupts work activity.

D. Children separated from parents are frightened and often crying. A staff member should take the child around to find the missing parent.

E. The use of the library as a temporary baby-sitting service by parents should be discouraged. Tell parents we are not such a service and can not be responsible for their children.

F. Children can be a problem even with their parents. If they are disturbing others, approach the parent first and inform them of their children's actions. Often, they are so accustomed to their child's behavior that they are not aware of its effects on others. A good thing to say would be, "I'm sorry but your child seems to be disturbing others."

G. Miscellaneous discipline problems are so varied that each situation should be handled as it occurs. If it seems you cannot deal with it, contact a supervisor.

V. SEXUAL DEVIATES

You can be sure that what these people are looking for is some sort of shock or surprise reaction.

A. Peekers: This problem happens to staff and public alike. There might be a few suggestions that will discourage this behavior.

1. The way one dresses and carries oneself will have something to do with this. Pants are good to wear if one has to work out in the stacks shelving.

2. If someone is watching you, be sure to get a description. Note the color of hair and what he is wearing. Anything you can remember about the person may be helpful. Although usually the offender may be gone by the time you report it, it is good to tell fellow staff members what he looks like so they can be on the watch. BE SURE TO TELL YOUR SUPERVISOR, that you are having this problem. This is the only way we can stop this offender.

3. Many times if you can confront the individual and let him know that you know what he is up to, it will stop him from doing it. Do not let the peeker get the best of you. "Do you need help finding something?", is something you might ask if you confront him. If the problem gets bad, we may want to let another agency in to help us.

B. Flashers: These people are very passive, not violent.

1. Get a description.

2. Try not to show alarm as this behavior thrives on it.

3. Tell supervisors and fellow workers.

4. Call description into police.

This is a serious problem and should not be taken lightly.

VI. MENTALLY DISTURBED

A. Define problem: Decide whether individual is dangerous or not, and whether behavior is bothersome or not.

B. Not Dangerous

1. Bothersome behavior

a. Sit down with the person and attempt to reason.

b. Do not argue the individual out of hallucinations or delusions.

c. Have another staff member within viewing distance if you are not certain of the individual's reaction.

d. Do not corner the individual. Allow him or her space to easily leave the building.

e. If disturbance continues, firmly tell the person his behavior is inappropriate and that he will have to leave.

f. If the individual refuses to leave, get assistance from another staff member or if need be, call the police.

2. Not bothersome

a. Ignore unusual behavior if not disturbing others.

C. Dangerous

1. Notify Librarian's Office or person in charge of building.

2. Call police

D. Handling them

1. Talk in a firm, commanding voice.

2. Do not touch patron! (Depersonalization). This is something that often happens - the psychotic will be having a hard time holding themselves together. If you touch them they weird out!

3. If they do not respect your command, call police.

4. Be consistent in how you treat <u>everyone</u>!

5. Inform you supervisor whenever you've had to deal with a problem patron.

VII. ALCOHOL

A. Definition

1. Anyone carrying a bottle of beer, wine or liquor in the library (including in the rest rooms) should be considered a problem patron.

2. Judgement should be exercised in the case of people who smell of alcohol. If the patron's behavior is not otherwise offensive,

then there's no problem. If, on the other hand, the patron is loud, obnoxious, or in some other way behaving improperly, guideline steps should be followed.

B. Guidelines

1. The staff member who notices a patron who is drunk or drinking in the library should decide whether to handle the problem him or herself or request help from other employees. The patron should be asked to leave the library, because 'Drinking is inappropriate in a public library.'

2. If the patron refuses or the staff feels the patron is too dangerous to be dealt with, the police should be called. The police will decide whether to take the person to Buckley House or, if the person is violent, the police will arrest him or her.

VIII. DRUGS

A. Definition

1. It is not always obvious whether a person who is acting strangely is under the influence of drugs or suffering from a more permanent psychological problem.

2. Someone behaving in a particularly bizarre fashion might be assumed to be under the influence of drugs, because people with everyday psychic disorders of such an extreme nature are probably not out on the streets.

B. Guidelines

1. The patron shouldn't be made to feel threatened, as this will only make the situation worse.

2. White Bird should be called immediately. They are trained to determine the nature of the problem and are equipped to deal with people under these circumstances.

IX. WEAPONS

A. Definition

1. Oregon law now states that it is illegal to carry a dangerous weapon in a public building.

2. According to the police, a knife is not a dangerous weapon, and a gun must be loaded to be considered dangerous.

3. For our purposes, a knife worn on a patron's belt will be allowed in the library. However, a knife held in a threatening manner is definitely a problem. Any gun in the library will be considered a problem, also.

B. Guidelines

1. Call the police immediately.

2. Before the police arrive, the staff is responsible for protecting other patrons in the building.

AGENCY LIST:

BUCKLEY HOUSE, INC. (343-6512) Alcohol detoxification center
CARES REFERRAL CENTER (1-800-452-7041) For psychological problems
FIRE DEPARTMENT (344-2211) For fires and heart attack treatment
POLICE DEPARTMENT (687-5111)
SACRED HEART HOSPITAL (Emergency Dept.: 686-6931)
WHITE BIRD SOCIOMEDICAL AID STATION (342-8255) Drug related problems.

EUGENE PUBLIC LIBRARY

PRIVACY OF RECORDS POLICY

PRIVACY OF RECORDS POLICY

All records, formal and informal, in the Eugene Public Library relating to patron registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.

Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and the legal counsel of the City of Eugene to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified Library patron, the request is considered to be defective and not binding upon the Library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of Eugene Public Library which are not provided in the policy statement shall be referred to the Library Director, who, after study and consultation with the Library Board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Policy based on "Policy on Confidentiality of Library Records", adopted by the Council of the American Library Association, January 20, 1971; revised July 4, 1975 by the ALA Council.

Approved 4/4/79

EUGENE PUBLIC LIBRARY

USE OF LIBRARY BY GROUPS

EUGENE PUBLIC LIBRARY

POLICY ON THE PUBLIC USE OF
LIBRARY MEETING ROOMS

Public libraries have traditionally provided free meeting space for the members of their communities to encourage free expression and free access to ideas presenting all points of view on subjects of all kinds. The Eugene Public Library supports this concept and endorses the American Library Association Bill of Rights which states:

> "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

Procedures Governing the Public Use of Library Meeting Rooms

1. Application for use of a meeting room is made through the Library office.
2. Meeting rooms may be used anytime during the service hours of the Library. Meetings may not be held in public service areas.
3. No fees, dues, or donations may be charged or solicited by the user for any program. All programs must be free and open to the public.
4. Library programs will be given priority in the reservation of rooms.
5. Rooms will be assigned as requested, if space is available. Because the Library encourages use of the rooms by many groups, meeting rooms may be booked no more than ninety days in advance and may be used no more than once a week on a continuing basis.
6. Notice to cancel must be given to the Library Office 24 hours in advance. Failure to do so may result in loss of meeting room privileges.
7. Programs may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.
8. Library facilities must be left in a clean and orderly condition. Users must pay the cost for repair of any damages to facilities. The library will not be responsible for materials or equipment left in the building by users.
9. The Library reserves the right to revoke meeting room privileges at any time.
10. Granting of permission to use library facilities does not constitute an endorsement by the Library Staff or Board of the users or their beliefs.

Approved by the Board of Trustees
November 7, 1979

EUGENE PUBLIC LIBRARY

Application for Use of Meeting Rooms

Date of Application _____

Date Requested _____ Time Requested _____

Name of Group _____

Type of Group: Civic _____ Educational _____ Social _____ Religious _____

Other (Please Describe) _____

Purpose of Meeting _____

Contact Person _____

Address _____ Zip Code _____

Telephone: Business _____ Home _____

Facilities Required:

Lecture Room (150 Max.) _____ Gallery (30 Max.) _____ Board Room (20 Max.) _____

Auditorium Seating (Chairs in Rows) for _____ persons

Conference Style Seating (Chairs at Tables) for _____ persons

Other (Please Describe) _____

Head Speaker's Table (Each table will accomodate 5 chairs) No. Required _____

Speakers Lecture - Floor Model _____ Table Model _____

Public Address System _____ Blackboard _____ Projector (Specify Type) _____

Will Refreshments be Served? _____ (If yes, group is responsible for clean-up)

Coffee Pot _____ (Bring your own coffee or we'll furnish @ $3.00 per pot. Furnish your own cups, cream, sugar, etc.)

The undersigned, on behalf of the above organization, has read and agrees to comply with the policy and procedures governing public use of library meeting rooms. The applicant also accepts full liability for any damage to facilities or equipment, and agrees to confine the organizations activities to the assigned room.

The Eugene Public Library will not be responsible for any materials or equipment left in the building.

_____
Signature of Applicant

Approved By:

_____ Application valid through _____

EUGENE PUBLIC LIBRARY

EXHIBITS POLICY

EXHIBITS POLICY

PURPOSE

It is part of the Library's function to provide access to intellectual and cultural resources of the community. Exhibits, therefore, fulfill an integral part in the Eugene Public Library's total program of public service. Exhibits may be planned to direct the public's attention to the materials and services of the Library itself, or may provide exposure to the work of artisans and artists.

CONTROL

Exhibits in the Library are seen by anyone who walks into the Library, both children and adults who may have various degrees of sophistication. The materials of the exhibits must therefore meet what is generally known as "a standard acceptable to the community".

The Library shall decide on the content and arrangement of all exhibits. Every item must meet the Library's standards of value and quality and the Library reserves the right to reject any part of an exhibit or to change tha manner of display.

All publicity material relating to exhibits shall be submitted for approval by the Library.

CONDITION

1. Prices may be posted.
2. Transactions for the purchase of exhibit items shall be directly between the purchaser and the exhibitor or his official agent.
3. The Library shall receive no fees, commissions or other remuneration in connection with the sale of exhibit items.
4. No exhibit material which is sold during its display in the Library may be removed from the exhibit before the end of the exhibition, unless such removal and the rearrangement of the display is approved by the Library.
5. Exhibitors must furnish the Library with a list of the value of each item for Insurance purposes.

Approved 4/4/79

EUGENE PUBLIC LIBRARY

CODE OF ETHICS

FOR LIBRARY EMPLOYEES

EUGENE PUBLIC LIBRARY

CODE OF ETHICS FOR LIBRARY EMPLOYEES

Ethics has been defined as that branch of philosophy dealing with values of human life, concerned with conduct or character approved or disapproved in terms of right and wrong, and based on standards or principles which guide a person in making morally right choices in daily activities.

Every citizen has the right as an individual to take part in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by specific and well-publicized laws and regulations which are generally applicable. However, since personal views and activities may be interpreted as representative of the institution in which a staff member is employed, proper precaution should be taken to distinguish between private actions and those one is authorized to take in the name of an institution.

The statement which follows sets forth the ethical obligations of individuals as Eugene Public Library staff members.

Staff members have a special responsibility:

To maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement.

To learn and execute the policies of the institution of which one is a part and to express in a positive manner any concern or objection with the policies, philosophy or programs of that institution.

To maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.

To protect the essential confidential relationship which exists between a library user and the library.

To serve all patrons equally according to their needs.

To make the resources and services of the Library known and easily accessible to all current and potential users.

To carry out those activities assigned under the policies of the Library in a spirit of cooperation.

To avoid any possibility of personal financial gain at the expense of the employing institution.

To be cognizant of the obligations of employment and of what constitutes abuse of working conditions and benefits.

To acknowledge the importance of the work done by all staff in all divisions and maintain a sense of loyalty to, and cooperation with, fellow staff members.

To carry out assignments so that fellow staff members need not assume added responsibilities, except in times of emergency.

To share one's knowledge and expertise with others.

Approved 6/6/79